



Staff Report

ANNUAL REVIEW OF COUNCIL PRIORITY CALENDAR: DISCUSSION AND DIRECTION ON PROJECTS

Honorable Mayor and Council Members:

Summary

The City has adopted a Vision Statement developed by members of the community that captures our distinctive community character and provides a road map for setting City policy. The Vision statement includes the following beliefs:

- Belmont prides itself on being unique
- Its small-town ambience sets it apart as a tranquil, safe and desirable place to live
- We get involved in town matters because we care about living here
- We connect with each other in all kinds of gathering places
- Our strong sense of community and enjoyment of the town's assets and activities deepen as we become better informed and connected

With the Vision Statement in mind, the City Council establishes priorities through the Priority Calendar setting process. This annual process reviews and prioritizes current and proposed Council study items. Study items are one-time projects that:

- Require significant staff time and
- Generally are placed on the Council agenda for action.

The annual review has historically been a *three-step* process, and is outlined below:

- Step 1, Council will review all current and proposed projects, ask for clarification, and solicit input from the public. Council will then vote to remove any current or new projects that are not a priority for study.
- Step 2, Council will seek further clarification from staff, and rank all remaining new and "below the line" projects.
- Step 3, Council will review the rankings and final Project Description Forms (PDFs) and approve an annual calendar.

At the Council workshop on Saturday, January 30, 2010, Council shared concern about staff's ability to take on new projects, and directed staff to slow down on priority calendar items. Because of the current budget situation and resulting resource limitations, staff also recommends that we scrutinize any additions to the Priority Calendar and carefully review existing current/active projects to reconfirm their importance. This staff report will give Council a status

update on current/active projects, new projects and below the line projects, and also tries to address the issue of ‘capacity’ in each Department.

Attachment A is a summary of all the current/active, new, and below the line projects.

Attachment B includes Updated Project Description Forms for Current/Active and New Projects

Attachment C includes Updated Project Description Forms for BTL Projects

Background

The definition used for priority calendar projects:

- Require at least 40 hours of staff time
- Are one-time in nature
- Have been directed by Council, City Manager or a Commission through specific action, including the budget
- Do not reflect the routine provision of City services
- Are mandates imposed by the state or federal government, or other funding agencies
- Are major capital improvements

To ensure the system captured all issues, a “below the line” category of projects was created. These are items that are not expected to be started within the next year. These items are not acted on, but are kept on the master list for the next annual review by Council. This ranking process goes hand-in-hand with the City Budget process, and City Commissions also historically provide Council with their input and ranking.

Discussion

Staff is suggesting that Council look at each Department individually; to determine what current projects they are working on, how long those projects have been on the Priority Calendar, and if the current projects are still relevant. Staff would also like Council to look at the “capacity” in each department. Ultimately looking at how many total staff are in each department, of those staff, which are available to work on Priority Calendar projects and, after working on daily duties, what percentage (hours per year) each can devote to working on the projects.

While the City has 135.65 FTE employees, an estimated 15 staff members are devoted to Priority Calendar projects. Of this amount, only a fraction of their time is devoted to Priority Calendar items as they also have daily operational responsibilities.

Based on the current number of projects and the staff capacity to work on these projects, without devoting additional resources; the back log of work ranges from 2-9 years, depending on the Department. Clearly, City Council needs to consider how to best prioritize projects.

Staff will provide City Council with additional details on various Department projects and available hours staff can devote to those projects.

Current/Active Projects

- Community Development has 12 current/active projects
- Finance has one current/active project
- Police have two current/active projects
- Parks and Recreation has eight current/active projects
- Public Works has four current/active projects

New Projects

- Community Development – High Speed Rail – Management and coordination in working with City Council for the Belmont High Speed Rail options.
- Police – Security Alarm Project – to research the feasibility and total costs of creating a direct link to PD dispatch for security alarms.
- Parks and Recreation – Facilities Condition Management Assessment – analyzing ways to better manage and track assets in public owned buildings.

Pending/On Hold Projects

There are four projects that are recommended as “Pending” or “On Hold” status:

- Public Works – Creek Restoration
- Public Works – Paper Trails
- Public Works – Ralston Avenue Street Lighting
- Finance – Community Artway/Landmark Signage and Landscaping Project City Edges

Projects Recommended to be Completed or Closed

- Police Department – Administrative Code Enforcement Team (ACET) – This is part of ongoing policing efforts. The final step of this priority project will be a report to Council in May 2010. It is recommended for closure.

“Below the Line” Projects

- Community Development has 10 “BTL” projects – they are included for your review in Attachment C.

Fiscal Impact

There is no direct fiscal impact to this report. Individual projects have cost estimates associated with them (beyond staff resources) on the PDFs and the fiscal impact of the alternatives can be discussed when the individual item is brought back to Council for action.

Recommendation

- Discuss options for current and future Priority Calendar projects
- Staff is recommending the meeting of August 24, 2010 be cancelled for a summer break.
- Staff is recommending the December 28, 2010 meeting be cancelled.

Attachments

- A. Summary List of Priority Calendar Current, New and BTL Projects
- B. Updated Project Description Forms for Current/Active and New Projects
- C. Updated Project Description Forms for BTL Projects
- D. Memo from Acting City Manager Don Mattei dated 2/2/10
- E. Power Point presentation

Respectfully submitted,



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Thomas Fil
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PRIORITY CALENDAR STATUS REPORT

Current, New and BTL Projects

Attachment A

A	B	C	D	E	F	G	H	I	J	K	L	W	
Dept	Project Title	Lead	Source	Total Staff Hrs.	Remaining Staff Hrs.	Consultant & other external costs	Estimated Construction \$	Total Estimate (Staff and external)	Status	Date added	Date Completed	Length in System (years)	Status
1	COMMUNITY DEVELOPMENT												
CD	Emmett House Renovations and Site Work - Restoration and Relocation to Sixth and O'Neil	CD Dir	Staff	300	50	\$200,000	TBD	TBD	Active/C current	Apr-06		4.0	PC reviewed design for interior floor plan, ext elevations & landscape. Final landscape, ext color, tree & gate plan approved by PC 11/08. Bid Awarded. CONSTRUCTION UNDERWAY IN AUG 2009. REGULAR UPDATES ON PROGRESS ARE PRESENTED TO THE RDA - SEE 2/9/09
CD	General Plan Update - An extensive, labor intensive, 3 year project, that will start with a community visioning process before undertaking a review and update of the General Plan	CD Dir	PC	2,000	1,500	\$600,000	\$0	\$900,000	Active/C current	Apr-06		4.0	Public Hearings on Draft Housing Element expected in April/May 2010. Potential Joint CC/PC session to be scheduled in April/May 2010 to review policy items before returning for public hearings in Summer 2010.
CD	Harbor Industrial Area Annexation - Work with Council Sub-committee and HIA to develop annexation proposal & submit LAFCO annexation application	CD Dir	Council	700	600	\$150,000	\$0	\$255,000	Active/C current	Apr-06		4.0	On hold awaiting direction from Council on Annexation application. Discussions are commencing with property owners on voluntary annexation plan.
CD	Historic Preservation - Revise Structures of Historic or Aesthetic Value section and update historic resources inventory	CD Dir	PC	250	225	\$25,000	\$0	\$62,500	Active/C current	Apr-07		3.0	Next steps include formulation of task force to review components for amendment & new resources survey. No updates at this time.
CD	Lot Coverage/Hardscape Limits/Parking in Front Yards - Study and propose revisions to the zoning regulations regarding lot coverage, property hardscape standards, circular driveways and parking in front yards.	CD Dir	PC	175	125	\$0	\$0	\$26,250	Active/C current	Mar-09		1.0	New program
CD	Permit Efficiency Task Force 1 - Establish citizen task force to review and recommend improvements to the procedures and regulations related to development permits. (1 Project will eventually be subdivided into each of the recommendations)	CD Dir	Council	250	100	\$0	\$0	\$37,500	Active/C current	Apr-06		4.0	PROJECT TABLED DUE TO STAFFING/RESOURCE SHORTFALLS. PROJECT REACTIVATED IN FALL 2009 EXPECTED FINAL VERSION DOCUMENT WILL BE PRESENTED TO PC & CC IN SPING 2010. TABLED OTHER POLICY CHANGE ITEMS TO A LATER DATE (IF NECESSARY).
CD	Planning CalTrain Station / "Grand Blvd" - Plan for improvements to CalTrain station and El Camino Real in support of "Grand Boulevard" objectives	CD Dir	CC/PC	300	250	\$33,000	\$0	\$78,000	Active/C current	Apr-06		4.0	Grant funding for improvements to be solicited (MTC, etc.). Staff is working w/other Peninsula cities on Grand Blvd. Initiative. Neighborhood input to be solicited upon capital improvement or grant funding approval.
CD	Refinement of San Juan Hills and Western Hills Area Floor Area Transfer Policies - Study and propose revisions to the zoning regulations regarding floor area transfer policies within these areas of the city	CD Dir	PC	200	150	\$25,000	\$0	\$55,000	Active/C current	Apr-08		2.0	Reviewed and continued at 1/13/09 meeting; Reviewed at 7/14/09 CC meeting - direction given; staff underway with preparation of draft text amendment language.

PRIORITY CALENDAR STATUS REPORT

Current, New and BTL Projects

Attachment A

A	B	C	D	E	F	G	H	I	J	K	L	W	Status
Dept	Project Title	Lead	Source	Total Staff Hrs.	Remaining Staff Hrs.	Consultant & other external costs	Estimated Construction \$	Total Estimate (Staff and external)	Status	Date added	Date Completed	Length in System (years)	
1													
CD	Residential Design Guidelines - Guidelines for new and remodeled residential projects, including hillside development issues. Spring 2007 added: Hardscape & Lot Coverage Sids./Landscape Requirements for Residential Development.	CD Dir	PC	150	40	\$0	\$0	\$22,500	Active/C current	Apr-06		4.0	Project reactivated in Fall 2009 - staff working on completion of document, community outreach component. Final version document is expected to be presented to PC & CC for adoption in Spring 2010.
11													
CD	Revision of Zoning Ordinance Definitions - Update and expand Definitions Section of Ordinance; and Redefine Building Height options	CD Dir	Staff	250	250	\$0	\$0	\$37,500	Active/C current	Apr-06		4.0	To be commenced upon completion of Residential Design Guidelines. No new updates at this time.
12													
CD	Solar Access Ordinance - Propose revisions to the zoning regulations regarding solar access	CD Dir	PC	100	100	\$0	\$0	\$15,000	Active/C current	Apr-06		4.0	STAFF RECOMMENDS COORDINATION WITH "GREEN TEAM" OBJECTIVES AND REFINEMENT OF SCOPE OF PROJECT WITH COUNCIL.
13													
CD	Tree Ordinance - Revise tree ordinance, and consider establishing tree regulations in Zoning Ordinance	CD Dir	PC	200	125	\$20,000	\$0	\$50,000	Active/C current	Apr-06		4.0	Task force consisting of staff, and Parks & Rec & Planning Commission Members preparing draft amendments to be forwarded to Council in Study Session in February 2010.
14													
CD	High Speed Rail	CD Dir	CC	350	325	\$25,000	\$0	\$77,500	New	Mar-10		0.0	New Program
15													
CD	Administrative Conditional Use Permits - Incorporation/Confirmation of 10% of site area landscape requirement	CD Dir	PC	60	60	TBD		TBD	BTL	Apr-08		2.0	
16													
CD	Compilation of Federal, State, Local Preemptions - Prepare a report which documents all Federal, State & Local Reemptions on Zoning regulations	CD Dir	PC	125	125	TBD		TBD	BTL	Mar-09		1.0	
17													
CD	Cut/Fill Standards - Study and propose revisions to the zoning regulations regarding cut/fill standards	CD Dir	PC	125	125	TBD		TBD	BTL	Mar-09		1.0	
18													
CD	Garage Parking Standards/Reqs & Second Unit Parking - Study and propose revisions to the zoning regulations regarding garage and secondary unit parking	CD Dir	PC	150	150	TBD		TBD	BTL	Mar-09		1.0	
19													
CD	Modification of Wireless Communications Facility Findings - Study and propose revisions to the zoning regulations regarding wireless communications facilities	CD Dir	PC	200	200	TBD		TBD	BTL	Mar-09		1.0	
20													
CD	Park Property Acquisition/Development - Along ECR - an effort towards greening commercial areas in Belmont	CD Dir	PC	100	100	TBD		TBD	BTL	Apr-08		2.0	
21													

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1	CD	Parking Lot Lighting, Screening and General Security issues - Propose revisions to the zoning regulations regarding parking lot lighting and screening; Study and propose revisions to the zoning regulations regarding general security requirements to incorporate for development review projects	CD Dir	PC	100	100	\$0		\$15,000	BTL	Apr-06		4.0	
22														
23	CD	Ralston & ADLP "Scenic Corridors" - Assess opportunity to improve Ralston Ave & Alameda de las Pulgas with landscape/aesthetic improvements	CD Dir	PC	150	150	TBD		TBD	BTL	Mar-09		1.0	
24	CD	Utility Structures in Public/Private ROW's - Establish a policy on architectural design/enhancements for utility structures	CD Dir	PC	150	150	TBD		TBD	BTL	Mar-09		1.0	
25	CD	Zone Text Amendment - Slope Calculations for Residential Property Development - Study and propose revisions to the zoning regulations regarding slope calculations for residential development.	CD Dir	PC	125	125	TBD		TBD	BTL	Apr-08		2.0	
26	FINANCE													
	FN	Community Artway - Landmark Signage and Landscaping Project - City Edges - Installation of Monument signing and landscaping at the entrance to the City on eastbound Ralston east of Christian Dr and on northbound Alameda north of Cranfield Ave	FIN Dir	PC	250	200	\$40,000	\$400,000	\$477,500	Pending	Apr-08		2.0	To Council in May 2009 for Discussion and Direction. Project on Hold/Pending.
27														
28	FN	Targeted Economic Development Project - Identify and implement targeted economic development projects within the City	FIN Dir	Staff	4,000	1,600	TBD	TBD	TBD	Active/C current	Oct-05		5.0	This is a multi year, multi phase, multi location project. Project is in 3rd of 4 planned stages.

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Dept	Project Title	Lead	Source	Total Staff Hrs.	Remaining Staff Hrs.	Consultant & other external costs	Estimated Construction \$	Total Estimate (Staff and external)	Status	Date added	Date Completed	Length in System (years)	Status
1														
29	POLICE													
	PD	Community Disaster/Emergency Alert Systems - Research and implement systems for alerting the community to disaster and emergency situations.	Police Chief	Staff	200	50	\$5,500		\$35,500	Active/C current	Apr-08		2.0	Part of on-going disaster preparedness effort. Project to be lead by Belmont PD & Belmont-San Carlos Fire with participation by other City departments as appropriate.
30														
	PD	Metered Parking Zones - Research into establishment of metered parking areas to better utilize limited parking availability in specific areas	Police Chief	Staff	200	200	TBD		TBD	Active/C current	Mar-09		1.0	Efforts are underway to identify potential vendors. Scheduled for 4/27/10 Council Meeting
31														
	PD	Administrative Code Enforcement Team - Research into combining current separate code enforcement efforts into Police Dept.	Police Chief	Halleran, Staff	200	20	TBD		TBD	Complete	Mar-09		1.0	Part of ongoing community policing efforts. Update 10/27 Council Meeting. Project Complete after May 2010.
32														
	PD	Security Alarm Project - Research the feasibility and total costs of creating a direct link to PD dispatch for security alarms.	Police Chief	DeSmidt, Staff	200	200	TBD		TBD	New	Feb-10		0.0	New project
33														
34	PARKS AND RECREATION													
	PR	Athletic Field Improvements - North Field Synthetic Turf Project - Capital projects described in Athletic Field Master Plan updated in 2003.	P&R Dir	PRC	500	450	\$300,000	\$2,000,000	\$2,375,000	Active/C current	Feb-08		2.0	RECOMM BY SPORTS ADV COMM TO APPLY FOR STATE GRANT FOR SYNTHETIC TURF ON NO. FIELD AT SPORTS COMPLEX. TO P&R COMM DEC 09 AND COUNCIL JAN 2010. Council gave approval to apply for a grant and to make this a Priority Calendar item. Grant submitted and respo
35														
	PR	Cipriani Dog Park Improvements - Design and construct improvements for the Dog Park.	P&R Dir	PRC	60	45	\$4,000	\$36,000	\$49,000	Active/C current	Feb-08		2.0	STAFF HELD INFORMAL MTG ON-SITE ON SAT, NOV 21, 2009 TO GET FEEDBACK FROM PARK USERS ON THEIR PREFERRED IMPROVEMENTS. PLANS WILL BE DEVELOPED AND THEN BROUGHT TO P&R COMMISSION REVIEW. THE PROJECT IS SCHEDULED FOR 2010-2011.
36														
	PR	Davey Glen Park Design and Development - Design & development of unimproved park site on Davey Glen Road, which might include picnic areas, playground equipment, benches, fencing and landscaping	P&R Dir	PRC	350	250	\$75,000	\$450,000	\$577,500	Active/C current	Apr-07		3.0	3 PUBLIC MEETINGS HAVE BEEN HELD RE: DESIGN OF THE PARK. STAFF SORTING THROUGH COMMENTS & ATTEMPTING TO ADDRESS DESIGN ISSUES. IN MARCH 2010 THE PARKS & RECREATION COMMISSION CREATED AN AD HOC COMMITTEE TO WORK WITH THE DEPT ON DESIGN.
37														
	PR	Park Open Space Master Plan Update - Would include updating the inventory of the parks system, analysis of current demands/trends, identifying completed projects and updating of the action plan	P&R Dir	PRC	400	400	\$200,000		\$260,000	Active/C current	Apr-06		4.0	STAFF DOES NOT HAVE CAPACITY OR FUNDING TO START THIS MAJOR PLANNING PROJECT UNTIL AFTER THE COMPLETION OF DAVEY GLEN & SEMERIA PARKS. MASTER PLAN PROCESS WILL BE USED TO EVALUATE THE FUTURE OF BARRETT AND DEVELOP SUPPORT FOR A NON-PROFIT FOUNDATION.
38														
	PR	Semeria Park - Design and development of a park. Initial costs are for design from which a development cost estimate will be made.	P&R Dir	PRC	350	140	\$133,000	\$300,000	\$485,500	Active/C current	Apr-07		3.0	PROJECT MUST BE COMPLETED BY JUNE 2011 TO PROTECT GRANT FUNDING.
39														

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A	B	C	D	E	F	G	H	I	J	K	L	M	N
Dept	Project Title	Lead	Source	Total Staff Hrs.	Remaining Staff Hrs.	Consultant & other external costs	Estimated Construction \$	Total Estimate (Staff and external)	Status	Date added	Date Completed	Length in System (Years)	Status
1													
40	Solar Energy Policy - to consider implementation of solar energy projects and legislation that enhances solar energy use on public facilities.	P&R Dir	CC	200	200	\$50,000	TBD	TBD	Active/C current	Apr-07		3.0	Library is the main focus for the installation of solar panels. Karl Mittelstadt is the lead. COUNCIL DID NOT AUTHORIZE THE FUNDS NECESSARY TO CONDUCT THE ECONOMIC STUDIES FOR A PPA. THE PROJECT IS STALLED.
41	Trail Improvements - Review trail system, repair/improve existing trails, add new trails.	P&R Dir	PRC	200	120	\$5,000	\$40,000	\$75,000	Active/C current	Apr-06		4.0	TRAIL BEING CONSTRUCTED WITH VOLUNTEER LABOR. VOLUNTEERS HAVE DESIGNED TRAIL WORK DAYS THROUGH SPRING 2010. CITY STAFF HAVE BEEN WORKING ON THE DESIGN OF THE TRAIL BRIDGES AND SUPPLYING MATERIALS FOR THE PROJECT.
42	Tree Planting Program - Establish program for planting trees on City property and/or public right-of-way.	P&R Dir	PRC	100	100	\$4,000	\$40,000	\$59,000	Active/C current	Feb-08		2.0	THIS PROJECT WILL BE FUNDED OUT OF THE TREE FUND AND WILL INCLUDE PLANTING TREES IN NEIGHBORHOODS THAT ARE CURRENTLY LACKING STREET TREES INCLUDING STERLING DOWNS.
43	Facilities Condition Management Assessment	P&R Dir	CC	200	180	TBD	TBD	TBD	New	Mar-10		0.0	New program
44	PUBLIC WORKS												
45	101 Bike Pedestrian Bridge - Obtain funding, design and construct bridge over 101, includes other improvements between Old County Road and Highway 101 for Safe Routes to School	PW Dir	Council	4,000	2,000	\$1,400,000	\$5,500,000	\$7,500,000	Active/C current	Apr-06		4.0	Project advertised and contract awarded to Granite Construction 12/09
46	Creek Restoration - Develop program for restoration of city creeks	PW Dir	PC	250	200	\$150,000		\$187,500	Pending	Apr-06		4.0	City Council gave direction to proceed with vacation of main easements across private properties for creek maint, prepare a new ordinance for creek setbacks, & develop a creek education program and identify partners for a Friends of the Creek.
47	Paper Trails - Identify paper streets and trails and determine which ones could be developed into a public trail system	PW Dir	Council	280	200	\$0	TBD	TBD	Pending	Apr-06		4.0	P&R Comm reviewed & recommended top 10 locations. PW to finalize steps needed to accept ownership of those offered. P&R to develop "typical trail details" for volunteers to use, and integrate into existing walkability plans for City.
48	Old County Road Street Lighting - Develop program for review and replacement of street lighting standards	PW Dir	PC	250	200	\$35,000	\$860,000	\$932,500	Active/C current	Apr-06		4.0	Initial phase of underground utilities from Ralston south to O'Neil complete. Ralston Avenue north to Marine view is currently under design. Ralston streetlight priority project on different schedule so made a separate Priority Calendar item
49	Ralston Avenue Street Lighting	PW Dir	PC	100	100	TBD	TBD	TBD	Pending				Ralston pending target site moving forward, on hold.
50	Review all Traffic Policies - Review all City's traffic related policies to determine consistency with best practices.	PW Dir	PC	200	200	TBD	TBD	TBD	Active/C current	Mar-07		3.0	Staff has identified a need to update the stop sign and the traffic calming policies. A report is planned to recommend these two updates, and that staff come back at a future date and review all policies for potential update.
51	Updated Ralston Traffic Study - conduct a comprehensive traffic study and determine appropriate capital improvements to mitigate any traffic related problems.	PW Dir	PC	200	200	\$100,000	TBD	TBD	Active/C current	Mar-07		3.0	PENDING

Attachment B

**Current/Active
New
and
Pending/On Hold Projects**

PROJECT DESCRIPTION

Community Development

Project: Emmett House Renovations and Site Work
Source: Staff
Lead: de Melo/Nolfi/Contract Planning Staff/Palatnik
Team: Planning, Redevelopment, Public Works
Contractor(s): Developer, housing manager

Proj. #: CD01
Acct. #: na
Type: Construction
Detailed Workplan
Required: N

Description:

Restoration and Relocation to Sixth and O'Neill

Estimated Staff Hours	300
Estimated Staff Hours Remaining as of March 2010	50
Estimated Contractor costs	\$200,000

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	RDA approval of architect	X			8/16/1999
M02	Exterior preliminary design and cost estimate				5/1/2000
M03	RDA discussion on scope of project and funding	X	6/13/2000		6/13/2000
M04	RDA discussion on scope of project and funding continued	X	7/25/2000		8/8/2000
M05	RDA decision on direction for property	X		10/9/2001	2/12/2002
M06	RDA review of program to move/restore Emmet House		5/14/2002		5/13/2003
M07	RFP circulated			7/25/2003	7/25/2003
M08	Award of contract for bid specification			3/31/2004	
M09	Neighborhood Outreach Meeting for planning approvals			5/15/2004	9/9/2004
M10	Approve Exclusive Right to Negotiate w/ Developer	X		9/14/2004	9/14/2004
M11	RDA explores alternatives / redefines project	X		11/9/2004	11/9/2004
M12	Review Contract / Regulatory Agreement for Project	X		2/11/2005	3/8/2005
M13	Plng Comm Recommendation on Required Entitlements			5/1/2007	5/15/2007
M14	City Council Approval of Req. Entitlements	X		5/8/2007	5/29/2007
M15	Plng Comm Approval of Detailed Development Plan			9/4/2007	9/4/2007
M16	Completion of construction			6/1/2010	

STATUS:

PC reviewed design for interior floor plan, ext elevations & landscape. Final landscape, ext color, tree & gate plan approved by PC 11/08. Bid Awarded. CONSTRUCTION UNDERWAY IN AUG 2009. REGULAR UPDATES ON PROGRESS ARE PRESENTED TO THE RDA - SEE 2/9/09 AGENDA.

Comments:

PROJECT DESCRIPTION

Community Development

Project: General Plan Update & Housing Element
Source: Mandated
Lead: de Melo
Team: Planning Staff & Consultants
Contractor(s): Consultants

Proj. #: CD08
Acct. #: na
Type: Plan
Detailed Workplan
Required: YES

Description: An extensive, labor intensive, 3 year project with \$300k budgeted. This project would start with a community visioning process before undertaking a review and update of the General Plan. THREE PROJECTS HAVE BEEN INCLUDED IN THIS PROJECT: 1365 Fifth Ave Planning; Master Parking Plan - Downtown Districts; and Downtown Specific Plan Reformat

Estimated Staff Hours 2,000
Estimated Staff Hours Remaining as of March 2010 1,500
Estimated Contractor costs \$600,000

Milestones:		City Council	Revised		
			Due Date:	Date:	Actual:
M01	Draft work plan developed		8/4/2006	11/1/2006	11/1/2006
M02	Council review of draft work/phasing plan	X	9/26/2006	1/25/2007	1/25/2007
M03	Council Selection of GP Consultant	X	11/14/2006	2/13/2007	2/13/2007
M04	Develop draft detailed work plan		1/6/2007	2/27/2007	2/27/2007
M05	Council Review of detailed work plan	X	2/13/2007	10/9/2007	10/9/2007
M06	Begin General Plan Update Process		3/1/2008		3/1/2008
M07	PC/CC Study Session		7/29/2008		7/29/2008
M08	Neighborhood Meeting(s)		12/4/2008		12/4/2008
M07	Prepare Environmental Review & GP Update(s)		TBD		
M08	PC Review and Recommendation		TBD		
M09	Council Review & Adoption	X	TBD		
M10					
M11					
M12					

STATUS:

Public Hearings on Draft Housing Element expected in April/May 2010. Potential Joint CC/PC session to be scheduled in April/May 2010 to review policy items before returning for public hearings in Summer 2010.

Comments:

PROJECT WILL FOCUS ON ED STRATEGY TARGET SITES, DTSP, AND ECR CORRIDOR FOR FY 07-08. ESTABLISHMENT OF A GP MAINT FEE COMPLETED AS PART OF FY06-07 MASTER FEE SCHEDULE.

PROJECT DESCRIPTION

Community Development

Project:	Harbor Industrial Area	Proj. #:	CD02
Source:	Council	Acct. #:	
Lead:	City Manager	Type:	
Team:	Planning, Public Works, Finance	Detailed Workplan	
Contractor(s):	MHA Associates	Required:	No

Description: Work with Council Sub-committee and HIA to develop annexation proposal and prepare & submit LAFCO annexation application

Staff Recommendation:

☒ For Priority Consideration
☐ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours	700
Estimated Staff Hours Remaining as of March 2010	600
Estimated Contractor costs	\$150,000

Milestones:		City Council	Due Date:	Revised Date:	Actual:
M01	City Council adopts resolution supporting annexation process	X	2/26/2002		2/26/2002
M02	Submit draft annexation proposal to HIA		3/7/2002		3/7/2002
M03	Review and refine annexation proposal		5/31/2002		5/31/2002
M04	Develop annexation approval strategy with HIA		7/12/2002		
M04a	New: Status report to City Council		8/13/2002		8/13/2002
M05	Obtain HIA Board consensus on annexation agreement		9/15/2002		
M06	Prepare implementing programs and ordinances		10/25/2002	ongoing	
M07	City Council adoption of implementing programs and ordinances	X	11/26/2002	TBD	
M08	Prepare LAFCO annexation application		12/27/2002	TBD	
M09	City Council approval of annexation application	X	1/21/2003	TBD	
M10	Submit annexation application to LAFCO		2/1/2003	TBD	
M11	Finalization of fiscal agreements		2/14/2003	TBD	
M12	Environmental Review		2/28/2003	TBD	
M13	City Council hearings on application	X	3/11/2003	TBD	
M14	LAFCO hearings on application		3/31/2003	TBD	
M15	Submittal of final documentation to County and State		4/15/2003	TBD	

STATUS:

On hold awaiting direction from Council on Annexation application. Discussions are commencing with property owners on voluntary annexation plan.

Comments:

PROJECT DESCRIPTION

Community Development

Project: Historic Preservation
Source: Planning Commission
Lead: de Melo
Team: Planning
Contractor(s): Historic preservation consultants

Proj. #: CD14
Acct. #:
Type:
Detailed Workplan
Required:

Description: Revise Municipal Code Section (Structures of Historic or Aesthetic Value) and update historic resources inventory

Staff Recommendation:

☐ For Priority Consideration
☒ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours	250
Estimated Staff Hours Remaining as of March 2010	225
Estimated Contractor costs	\$25,000

Milestones:

		City Council	Due Date:	Actual:
M01	Prepare Issue paper on historic preservation. Prepare Council study paper.		9/28/2007	9/28/2007
M02	City Council direction on historic preservation issues	X	10/23/2007	10/23/2007
M03	Prepare revised historic preservation ordinance		TBD	
M04	Prepare updated inventory of potential historic resources		TBD	
M05	Planning Commission review and recommendation (required)		TBD	
M06	City Council review and adoption	X	10/12/2010	
M07	City Council second reading	X	10/26/2010	
M08	Ordinance effective		11/25/2010	
M09				
M10				
M11				

STATUS:

Next steps include formulation of task force to review components for amendment & new resources survey. **No updates at this time.**

Comments:

From Planning Commission - Previously reviewed in 2004. \$40K estimated for consultant to prepare update of historic resources inventory.

PROJECT DESCRIPTION

Community Development

Project: Lot Coverage/Hardscape Limits/Parking In Front Yards
Source: Planning Commission
Lead: deMelo
Team: Planning, City Attorney
Contractor(s): TBD

Proj. #: CD17
Acct. #:
Type:
Detailed Workplan
Required: No

Description: Study and propose revisions to the zoning regulations regarding lot coverage, property hardscape standards, circular driveways & parking in front yards

Staff Recommendation:

☐ For Priority Consideration
☒ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours

175

Estimated Staff Hours Remaining as of March 2010

125

Estimated Contractor costs

Milestones:

M01	Prepare issue paper
M02	City Council direction on options
M03	Prepare draft Zone Text Amendment language
M04	Planning Commission review and recommendation
M05	City Council review and adoption
M06	City Council second reading
M07	Ordinance effective
M08	
M09	
M10	
M11	

City
Council

Due Date:

Actual:

6/1/2009

X

7/14/2009

7/14/2009

8/10/2009

10/6/2009

X

TBD

X

TBD

TBD

STATUS:

New program

Comments:

AT 7/14/09 MEETING - GOOD FEEDBACK PROVIDED.
NEXT STEP IS PREPARATION OF DRAFT AMENDMENTS
FOR FUTURE REVIEW BY PC & CC.

PROJECT DESCRIPTION

Project:	<u>Permit Efficiency Task Force</u>	Proj. #:	<u>CD04</u>
Source:	<u>City Council</u>	Acct. #:	<u></u>
	<u>de Melo</u>	Type:	<u></u>
Team:	<u>de Melo, Nolfi, Fil</u>	Detailed Workplan	
Contractor(s):	<u></u>	Required:	<u></u>

Description:	Establish citizen task force to review and recommend improvements to the procedures and regulations related to development permits.
---------------------	---

Staff Recommendation:

- ☐ For Priority Consideration
☒ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours	250
Estimated Staff Hours Remaining as of March 2010	100
Estimated Contractor costs	

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	City Council direction on responsibilities of Task Force	X	12/14/2004	12/28/2004	12/28/2004
M02	Advertisement for Task Force membership		1/21/2005		
M03	City Council appoints Task Force	X	2/8/2005	3/8/2005	3/8/2005
M04	Task Force orientation / finalize work program		4/8/2005	4/6/2005	4/6/2005
M05	Conduct citizen / applicant interviews		6/15/2005	(deleted)	
M06	Task Force identifies priority topics for investigation		7/30/2005	5/11/2005	
M07	City Council reviews / affirms priorities	X	8/9/2005	10/25/2005	10/25/2005
M08	Task Force reviews and provides recommendations		10/20/2005		
M09	Council receives recommendations, directs any ordinance amendments or administrative reforms	X	11/9/2005	10/25/2005	10/25/2005
M10	Staff implementation of administrative reforms		12/15/2005	ONGOING	
M11	Planning Commission hearing on zoning amendments		TBD		
M12	City Council hearing on zoning and other amendments	X	TBD		
M13					

STATUS:

PROJECT TABLED DUE TO STAFFING/RESOURCE SHORTFALLS. PROJECT REACTIVATED IN FALL 2009 - EXPECTED FINAL VERSION DOCUMENT WILL BE PRESENTED TO PC & CC IN SPING 2010. TABLED OTHER POLICY CHANGE ITEMS TO A LATER DATE (IF NECESSARY).

Comments:

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PROJECT DESCRIPTION

Community Development

Project: Planning for CalTrain Station / "Grand Boulevard"
Source: City Council / Planning Commission
Lead: de Melo
Team: Davis, CM Office
Contractor(s):

Proj. #: CD07
Acct. #:
Type:
Detailed Workplan
Required:

Description: Prepare plan for improvements to CalTrain station and El Camino Real in support of "Grand Boulevard" objectives

Staff Recommendation:

☒ For Priority Consideration
☐ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours	300
Estimated Staff Hours Remaining as of March 2010	250
Estimated Contractor costs	\$33K (see Comments below)

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	City Council direction on project scope / planning consultant	X	4/12/2005		4/12/2005
M02	City, SamTrans and consultant finalize project scope		4/30/2005		5/10/2005
M03	City Council appoints citizen committee, if needed		6/14/2005		N/A
M04	Consultant prepares draft landscape / design plan		9/15/2005	11/1/2005	11/1/2005
M05	City Council reviews draft plan	X	TBD		
M06	Planning Commission hearings on draft plan		TBD		
M07	City Council hearing on final plan	X	TBD		

STATUS:

Grant funding for improvements to be solicited (MTC, etc.). Staff is working w/other Peninsula cities on Grand Blvd. Initiative. Neighborhood input to be solicited upon capital improvement or grant funding approval.

Comments:

City has partnered with SamTrans, San Carlos and Redwood City for MTC planning grant to support "Grand Boulevard" objectives. MTC has given grant approval of \$25,000 for Belmont planning; SamTrans will augment for total of \$33,000.

PROJECT DESCRIPTION

Community Development

Project: Refinement of San Juan Hills Floor Area Transfer Policies
Source: Planning Commission
Lead: deMelo
Team: Planning, City Attorney
Contractor(s): TBD

Proj. #: CD15
Acct. #:
Type:
Detailed Workplan
Required: No

Description: Study and propose revisions to the zoning regulations regarding floor area transfer policies within the San Juan Hills area of the city.

Staff Recommendation:

☐ For Priority Consideration
☒ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours
 Estimated Staff Hours Remaining as of March 2010
 Estimated Contractor costs

200
 150
 \$25,000

Milestones:

M01 Prepare issue paper
 M02 City Council direction on options
 M03 Prepare draft Zone Text Amendment language
 M04 Planning Commission review and recommendation
 M05 City Council review and adoption
 M06 City Council second reading
 M07 Ordinance effective
 M08
 M09
 M10
 M11

City
 Council

Due Date: **Actual:**

10/1/2008
 7/14/2009 7/14/2009
 TBD
 TBD
 TBD
 TBD
 TBD
 TBD
 TBD
 TBD
 TBD

STATUS:

Reviewed and continued at 1/13/09 meeting; Reviewed at 7/14/09 CC meeting - direction given; staff underway with preparation of draft text amendment language.

Comments:

New program - from Planning Commission

PROJECT DESCRIPTION

Community Development

Project: Residential Design Guidelines
Source: Planning Commission
Lead: de Melo
Team: Didonato, Planning, and Consultant
Contractor(s) TBD

Proj. #: CD09
Acct. #:
Type:
Detailed Workplan
Required:

Description: Prepare design guidelines for new and remodeled residential projects, including hillside development issues. Sprin 2007 Hardscape and Lot Coverage Standards was added

Staff Recommendation:

☐ For Priority Consideration
☒ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours	150
Estimated Staff Hours Remaining as of March 2010	40
Estimated Contractor costs	TBD

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	Review examples of guidelines from other cities - prepare issue paper on design guideline issues / preferences		11/3/2006	12/3/2006	12/3/2006
M02	City Council direction on design guidelines	X	12/12/2006	3/27/2007	3/27/2007
M03	Prepare draft guidelines		4/6/2007	12/4/2007	12/4/2007
M04	Planning Commission review and recommendation		6/19/2007	TBD	
M05	City Council review and adoption	X	9/11/2007	TBD	
M06					
M07					

Project reactivated in Fall 2009 - staff working on completion of document, community outreach component. Final version document is expected to be presented to PC & CC for adoption in Spring 2010.

STATUS:

Comments:

PROJECT DESCRIPTION

Community Development

Project: Revision of Zoning Ordinance Definitions

Source: Planning Commission

Lead: de Melo

Team: Planning Staff, Zafferano

Contractor(s): TBD

Description: Review, revise, update and expand Definitions Section (Section 2) of the Belmont Zoning Ordinance.

Staff Recommendation:

Proj. #: CD02

Acct. #:

Type:

Detailed Workplan

Required:

Estimated Staff Hours 250

Estimated Staff Hours Remaining as of March 2010 250

Estimated Contractor costs TBD

Milestones:		City Council	Due Date:	Revised Date	Actual:
M01	Prepare issue paper on definition revisions / additions. Conduct Planning Commission study session.		<u>TBD</u>		
M02	City Council direction on definition revisions	X	<u>TBD</u>		
M03	Prepare draft Zone Text Amendment language		<u>TBD</u>		
M04	Planning Commission review and recommendation		<u>TBD</u>		
M05	City Council review and adoption	X	<u>TBD</u>		
M06	City Council second reading		<u>TBD</u>		
M07	Ordinance effective		<u>TBD</u>		
M08					
M09					
M10					
M11					
M12					
M13					
M14					
M15					

STATUS: To be commenced upon completion of Residential Design Guidelines. No new updates at this time.

Comments: Now includes "Redefining Building Height" as part of project scope

PROJECT DESCRIPTION

Community Development

Project: Solar Access Ordinance
Source: Planning Commission
Lead: de Melo
Team: Planning, City Attorney
Contractor(s): TBD

Proj. #: CD11
Acct. #:
Type:
Detailed Workplan
Required: No

Description: Study and propose revisions to the zoning regulations regarding solar access. Consulting services may be required, depending on Council direction.

Staff Recommendation:

☐ For Priority Consideration
☒ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours 100
Estimated Staff Hours Remaining as of March 2010 100
Estimated Contractor costs TBD

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	Prepare issue paper on solar access.		11/17/2006	TBD	
M02	City Council direction on solar access options	X	1/9/2007	TBD	
M03	Prepare draft General Plan / Zone Text Amendment language		3/30/2007	TBD	
M04	Planning Commission review and recommendation		5/15/2007	TBD	
M05	City Council review and adoption	X	7/10/2007	TBD	
M06	City Council second reading	X	7/24/2007	TBD	
M07	Ordinance effective		8/23/2007	TBD	
M08					
M09					
M10					
M11					

STATUS:

STAFF RECOMMENDS COORDINATION WITH "GREEN TEAM" OBJECTIVES AND REFINEMENT OF SCOPE OF PROJECT WITH COUNCIL.

Comments:

PROJECT DESCRIPTION

Community Development

Project: Tree Ordinance
Source: PC
Lead: de Melo
Team: Parks & Rec, City Attorney, Planning Staff
Contractor(s): City Arborist

Proj. #: CD16
Acct. #:
Type:
Detailed Workplan
Required:

Description: Review and revise tree ordinance. Consider establishing tree regulations in Zoning Ordinance. Includes Admin Review for Tree Removal Permits (2/7/08)

Staff Recommendation:

- ☐ For Priority Consideration
☒ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours	200
Estimated Staff Hours Remaining as of March 2010	125
Estimated Contractor costs	\$20,000

Milestones:

		City Council	Due Date:	Actual:
M01	City Council identifies major objectives	X	10/7/2008	10/14/2008
M02	Research and evaluate policy options		11/3/2008	11/3/2008
M03	Planning Commission identifies preferred options		1/20/2009	11/6/2008
M04	Prepare draft code language		TBD	
M05	Planning commission hearing and recommendation		TBD	
M06	City Council hearing and adoption	X	TBD	
M07	City Council second reading	X	TBD	
M08	Ordinance effective		TBD	
M09				
M10				
M11				

STATUS:

Task force consisting of staff, and Parks & Rec & Planning Commission Members preparing draft amendments to be forwarded to Council in Study Session in February 2010.

Comments:

PROJECT DESCRIPTION

Community Development

Project: High Speed Rail (HSR)
Source: City Council
Lead: de Melo & City Council
Team: Planning & Public Works Staff
Contractor(s): TBD
Description: Represent City of Belmont Throughout all Phases of Review & Planning for HSR project

Proj. #: CDXX
Acct. #:
Type:
Detailed Workplan
Required:

Staff Recommendation:

Estimated Staff Hours 350

Estimated Staff Hours Remaining as of March 2010 325

Estimated Contractor costs TBD

Milestones:

M01 Facilitate Hosting of PCC Meetings
M02 Provide Comments on Project EIR
M03 Attend Regional HSR Meetings
M04 Provide Updates to Council on HSR Status
M05
M06
M07
M08
M09
M10
M11
M12
M13
M14
M15

City Council

Due Date:	Revised Date	Actual:
7/2/10		
TBD		
TBD		
TBD		

STATUS: New Project From City Council

Comments:

PROJECT DESCRIPTION

Project: Community Artway-Landmark Signage and Landcaping Project

Source: PC

Lead: Fil

Team: Finance Director, Parks and Rec Director

Contractor(s): PG&E

Proj. #: FN04

Acct. #:

Type:

Detailed Workplan

Required:

Description: Installation of Monument Signing at the entrance to the City on eastbound Ralston Avenue east of Christian Drive and on northbound Alameda north of Cranfield Avenue.

Staff Recommendation:

☐ For Priority Consideration

☐ No Recommendation

☐ Below the Line

☐ Against Study

Estimated Staff Hours	250
Estimated Staff Hours Remaining as of March 2010	200
Estimated Contractor costs	\$125,000K

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	Discussion and Direction on Establishing Artway Task Force	X	4/30/2008	5/12/2009	5/12/2009
M02	Establishing Artway Task Force		6/30/2009		
M03	Establishing Capital Improvement Projects and Timelines		5/30/2008	TBD	
M04	Design Monument Signs		9/30/2008	TBD	
M05	Establish Artway Steering Committee		10/31/2009	TBD	
M06	Planning Commission review of Monument Signs		10/30/2008	TBD	
M07	Redesign of Monument Signs		12/20/2008	TBD	
M08	Planning Commission review and approval of Monument Signs		1/30/2009	TBD	
M09	Prepare Construction Documents		3/30/2009	TBD	
M10	Go out to bid with CIP		4/30/2009	TBD	
M11	Begin Construction		5/30/2009	TBD	
M12	Construction Completed		10/30/2009	TBD	
M13					

STATUS: To Council in May 2009 for Discussion and Direction. Project on Hold/Pending.

Comments:

PROJECT DESCRIPTION

Finance

Project: Targeted Economic Development Strategy Project
Source: RDA Directors
Lead: Fil
Team: City Manager, Community Development Director, RDA Attorney
Contractor(s): Keyser Marsten Associates, Field Paoli Architects

Proj. #: FN03
Acct. #:
Type:
Detailed Workplan
Required:

Description: To identify and implement targeted economic development projects within the City.

Staff Recommendation:

- ☐ For Priority Consideration
☐ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours	4,000
Estimated Staff Hours Remaining as of March 2010	1,600
Estimated Contractor costs	\$350K

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	Identify project objectives with consultants		11/30/2005		11/30/2005
M02	Engage consultants		12/31/2005		11/30/2005
M03	Research and identify project candidates		1/31/2006		1/31/2006
M04	Develop ED strategies for specific projects		3/31/2006		1/31/2006
M05	Confirm candidates and strategies with Council	X	5/9/2006		2/14/2006
M06	Implement strategy - Phase 2		7/31/2006		2/15/2006
M07	Report Phase 2 results	X	9/12/2006	1/25/2007	1/25/2007
M08	Initiate Phase 3 for target sites		9/30/2006	1/26/2007	1/26/2007
M09	Issue RFQs		6/30/2007	various	1/7/2009
M10	Report Phase 3 results	X	6/30/2007	various	10/9/2007
M11	Initiate Phase 4 developer selection		10/31/2007	various	
M12	Negotiate Owner Participation (OPA) or Development and Disposition Agre	X	TBD	various	
M13	Obtain required Applicant approvals	X	10/31/2006	TBD	
M14	Implement project		12/31/2006	TBD	
M15	Report Phase 4 results	X	TBD		
M16					

STATUS:

This is a multi year, multi phase, multi location project. Project is in 3rd of 4 planned stages.

Comments:

The initial RFQ process for development of Firehouse Square was placed on hold after discussions with potential developers revealed that the limited scale of the project creates economic constraints. The City is looking into combining the Firehouse Square and Emmett's Plaza target sites into a single Unified Development Area to entice more developers. Staff has arranged interviews with several property acquisition firms which will also help create more attractive development opportunities within the target sites.

PROJECT DESCRIPTION

Police

Project: Community Disaster/Emergency Alert Systems
Source: Staff
Lead: Mattei
Team: Halleran, BSCFD
Contractor(s): Various

Proj. #: PD03
Acct. #:
Type: Project
Detailed Workplan
Required Yes

Description: To research and implement systems for alerting the community to disaster & emergency situations. Areas to include, but not limited to, emergency alert system for schools/parents, flood warning system for low-lying areas of Belmont Creek, water level monitor for Notre Dame (Water Dog) Lake/Dam, low power community alert radio station.

Staff Recommendation:

☒ For Priority Consideration
☐ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours	200
Estimated Staff Hours Remaining as of March 2010	50
Estimated Contractor costs	\$5,500K

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	Establish weather station at City Hall		2/8/2008		2/8/2008
M02	Rapid Notify system for Belmont Safe Schools		4/2/2008	6/1/2009	7/1/2009
M03	Establish creek flow and lake monitor sensors		10/1/2008	7/1/2009	
M04	Establish Community Alert Radio		12/31/2008	12/31/2009	
M05	First creek monitor station ordered		4/13/2009		4/13/2009
M06	First creek monitor station installed				6/29/2009
M07	Activation of first creek monitor station pending FCC license		5/1/2010		
M08					

STATUS:

Part of on-going disaster preparedness effort. Project to be lead by Belmont PD & Belmont-San Carlos Fire with participation by other City departments as appropriate.

Comments:

4/1/08 - Rapid Notify system for schools currently underway. Minor problems obtaining data from schools. Will get status report at Belmont Safe Schools meeting on 4/2/08. 4/13/2009 - Water level monitor station for Belmont Creek at Old County Rd ordered. Installation is being done in conjunction with SMC OES who is installing monitoring in other locations in SM County.

PROJECT DESCRIPTION

Police

Project: Metered Parking Zones
Source: Staff
Lead: Mattei
Team: PD
Contractor(s): Various

Proj. #: PD04
Acct. #:
Type: Project

Detailed Workplan

Required: Yes

Description: Research into establishment of metered parking areas to better utilize limited parking availability in specific areas

Staff Recommendation:

☒ For Priority Consideration
☐ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours	200
Estimated Staff Hours Remaining as of March 2010	200
Estimated Contractor costs	TBD

Milestones:

		City Council	Due Date:	Actual:
M01	Research parking programs in neighboring communities		3/15/2009	3/6/2009
M02	Identify potential vendors		3/15/2009	3/6/2009
M03	Identify potential areas for meters		3/15/2009	3/6/2009
M04	Cost - Benefit analysis of metered parking program		7/1/2009	
M05	Report to Council on M01-M04 (Discussion & Direction)	X	7/13/2010	
M06				
M07				
M08				
M09				
M10				
M11				

STATUS:

Efforts are underway to identify potential vendors. **Scheduled for 4/27/10 Council Meeting**

Comments:

Efforts are underway to identify potential vendors. 3/6/09 Meeting with vendor who provides parking meter installation, maintenance and coin collection service. Obtained information from RC & SM regarding current programs. Reviewed potential areas for meters.

PROJECT DESCRIPTION

Police

Project: Administrative Code Enforcement Team (ACET)

Source: Staff

Lead: Mattei

Team: PD

Contractor(s):

Description: Research into combining current separate code enforcement efforts into Police Dept.

Proj. #: PD05

Acct. #:

Type: Project

Detailed Workplan Required: Yes

Staff Recommendation:

☒ For Priority Consideration

☐ No Recommendation

☐ Below the Line

☐ Against Study

Estimated Staff Hours 200

Estimated Staff Hours Remaining as of March 2010 20

Estimated Contractor costs TBD

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	Analysis of current system with specific recommendations		TBD	7/14/2009	
M02	Update report to Council	X	2/9/2010		2/9/2010
M03	Report on implementation of program	X	5/25/2010		
M04					
M05					
M06					
M07					
M08					
M09					
M10					
M11					

STATUS:

Part of ongoing community policing efforts. Update 10/27 Council Meeting. Project Complete after May 2010.

Comments:

Part of ongoing community policing efforts

PROJECT DESCRIPTION

Police

Project: Security Alarm Project
Source: Staff
Lead: DeSmidt
Team: PD
Contractor(s):

Proj. #: PD06
Acct. #:
Type: Project
Detailed Workplan
Required: Yes

Description: Research the feasibility and total costs (startup/marketing) of creating a direct link to PD dispatch for security alarms.

Staff Recommendation:

☒ For Priority Consideration
☐ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours 200

Estimated Staff Hours Remaining as of March 2010 200

Estimated Contractor costs TBD

Milestones:

City
Council

**Due
Date:**

**Revised
Date:**

Actual:

M01	Research on neighboring jurisdiction and startup cost	7/1/2010		
M02				
M03				
M04				
M05				
M06				
M07				
M08				
M09				
M10				
M11				

STATUS: New project

Comments:

PROJECT DESCRIPTION

Parks and Recreation

Project: Athletic Field Improvements- Sports Complex Synthetic Turf
Source: P & R Commission
Lead: P & R Director
Team: P & R, CDD
Contractor(s): Landscape Architect & Landscape Contractor

Proj. #: _____
Acct. #: _____
Type: _____
Detailed Workplan
Required: _____

Description:

The proposed project includes the installation of synthetic turf on the four acre North Field at the Belmont Sports Complex. The existing turf grass would be removed along with the sand base and the drainage system. A new drainage system would be installed within a gravel base, overlain by a permeable substrate, upon which the synthetic turf would be rolled out and then filled in with an infill material. The Sports Complex North Field is approximately 4 acres in size and currently has one soccer field and one baseball field. The proposed project would accommodate 2 soccer fields (1 full size, 1 modified size) and 2 baseball fields (1 regulation, 1 modified) with the overlapping field layout efficiencies associated with a synthetic turf field.

Staff Recommendation:

☐ For Priority Consideration
☒ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours	500
Estimated Staff Hours Remaining as of March 2010	450
Estimated Contractor costs	2,300,000

Milestones:

		City Council	Due Date:	Actual:
M01	Identify funding sources		7/1/2010	
M02	Put into FY2011 Budget		7/1/2010	
M03	Start Design		9/1/2010	
M04				
M05				
M06				
M07				
M08				
M09				
M10				
M11				

STATUS:

RECOMM BY SPORTS ADV COMM TO APPLY FOR STATE GRANT FOR SYNTHETIC TURF ON NO. FIELD AT SPORTS COMPLEX. TO P&R COMM DEC 09 AND COUNCIL JAN 2010. Council gave approval to apply for a grant and to make this a Priority Calendar item. Grant submitted.

Comments:

PROJECT DESCRIPTION

Parks and Recreation

Project: Cipriani Dog Park Improvements
Source: Parks and Recreation Commission
Lead: Parks and Recreation Director
Team: Parks Division
Contractor(s): Landscape Architect

Proj. #: _____
Acct. #: _____
Type: _____
Detailed Workplan
Required: _____

Description: Design and construct improvements for Dog Park. Improvements could include shade structure, site furniture, water stations, new surfaces and grading.

Staff Recommendation:

☐ For Priority Consideration
☒ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours	60
Estimated Staff Hours Remaining as of March 2010	45
Estimated Contractor costs	\$40,000

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	Identify funding source		7/1/2008	7/1/2009	7/1/2009
M02	Landscape Architect selected		9/1/2008	7/1/2009	7/1/2009
M03	Community Outreach		10/1/2008	11/21/2009	11/21/2009
M04	Conceptual design review Park & Rec Commission		2/1/2009	5/5/2010	
M05	Discussion and Direction from City Council	X	4/1/2009	5/25/2010	
M06	Design approved by Park & Rec Commission		6/1/2009	7/7/2010	
M07	Design approved by Planning Commission		N/A	N/A	
M08	Design approved by City Council	X	8/1/2009	7/27/2010	
M09	Contract process and award project		10/1/2009	10/1/2010	
M10	Complete project		2/1/2010	2/1/2011	
M11					

STATUS:

STAFF HELD INFORMAL MTG ON-SITE ON SAT, NOV 21, 2009 TO GET FEEDBACK FROM PARK USERS ON THEIR PREFERRED IMPROVEMENTS. PLANS WILL BE DEVELOPED AND THEN BROUGHT TO P&R COMMISSION REVIEW. THE PROJECT IS SCHEDULED FOR 2010-2011.

Comments:

PROJECT DESCRIPTION

Parks Recreation

Project: Davey Glen Park Improvements
Source: P & R Commission
Lead: Jonathan Gervais
Team: Parks Division, Public Works Department
Contractor(s): Landscape Architect & Landscape Contractor

Proj. #: PR03
Acct. #:
Type:
Detailed Workplan
Required:

Description:

Master Plan and Development of Davey Glen Park. The project involves the design & development of a one acre unimproved park site on Davey Glen Road. The neighborhood park could include such amenities as picnic areas, playground equipment, benches, fencing and landscaping. The project budget includes funding for design and construction.

Staff Recommendation:

☐ For Priority Consideration
☐ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours	350
Estimated Staff Hours Remaining as of March 2010	250
Estimated Contractor costs	\$525,000

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	Identify funding source.		7/1/2007		2/24/2009
M02	Conduct neighborhood needs assessment meeting		9/14/2007		11/3/2007 & 7/18/09
M04	City Council dicussion and direction.	X	2/6/2008		3/11/2008
M05	City Council dicussion and direction.	X			11/5/2008
M06	Review Conceptual Design at Park and R ec Commission Mtg.		5/1/2008		7/18/2009
M07	Review Conceptual Design at Park and R ec Commission Mtg.				9/2/2009
M08	Review Conceptual Design at Park and R ec Commission Mtg.				10/7/2009
M09	Landscaping design approved by Park and Rec Commission		10/6/2010		
M10	Landscaping design approved by Planning Commission		11/2/2010		
M11	Landscaping design approved by City Council	X	12/14/2010		
M12	Contract process and award project		1/24/2011		
M13	Complete project		6/1/2011		

STATUS:

3 PUBLIC MEETINGS HAVE BEEN HELD RE: DESIGN OF THE PARK. STAFF SORTING THROUGH COMMENTS & ATTEMPTING TO ADDRESS DESIGN ISSUES. IN MARCH 2010 THE PARKS & RECREATION COMMISSION CREATED AN AD HOC COMMITTEE TO WORK WITH THE DEPT ON DESIGN.

Comments:

PROJECT DESCRIPTION

Parks Recreation

Project: Update Parks & Open Space Master Plan
Source: P & R Commission
Lead: Parks and Recreation Director
Team: Goals and Strategic Planning Committee
Contractor(s): Landscape Architect

Proj. #: PR01
Acct. #:
Type:
Detailed Workplan
Required:

Description: Update of the 1992 Parks & Open Space Master Plan. The Master Plan is a valuable document that provides guidance to the Council, Commission and staff for the development and maintenance and operation of the City's parks and open space system. The project, in general, would include updating the inventory of the parks system, analysis of current demands/trends, identifying completed projects and updating of the action plan.

Staff Recommendation:

- ☐ For Priority Consideration
☐ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours	<u>400</u>
Estimated Staff Hours Remaining as of March 2010	<u>400</u>
Estimated Contractor costs	<u>\$250,000</u>

Milestones:		City Council	Due Date:	Revised Date:	Actual:
M01	<u>Community Outreach - neighborhood meetings</u>		<u>7/1/2008</u>	<u>8/1/2011</u>	
M02	<u>Parks and Rec Commission input</u>		<u>12/1/2008</u>	<u>9/1/2011</u>	
	<u>Discussion and Direction from City Council</u>	X	<u>2/1/2009</u>	<u>11/1/2011</u>	
M03	<u>Consultant selected</u>		<u>4/1/2009</u>	<u>1/7/2012</u>	
M04	<u>Community Workshops</u>		<u>7/1/2009</u>	<u>3/1/2012</u>	
M05	<u>P & R Commission Meeting #1</u>		<u>12/1/2009</u>	<u>4/1/2012</u>	
M06	<u>Develop Draft Plan</u>		<u>3/1/2010</u>	<u>5/1/2012</u>	
M07	<u>P & R Commission Meeting #2</u>		<u>5/1/2010</u>	<u>8/1/2012</u>	
M08	<u>Planning Commission Meeting</u>		<u>7/1/2010</u>	<u>10/1/2012</u>	
M09	<u>City Council Adoption</u>	X	<u>9/1/2010</u>	<u>12/1/2012</u>	
M10	<u></u>				

STATUS:

UNTIL AFTER THE COMPLETION OF DAVEY GLEN & SEMERIA PARKS. MASTER PLAN PROCESS WILL BE USED TO EVALUATE THE FUTURE OF BARRETT AND DEVELOP SUPPORT FOR A NON-PROFIT FOUNDATION.

PROJECT DESCRIPTION

Project: Semeria Park
Source: Parks and Recreation Commission
Lead: Parks and Recreation Director
Team: Parks Division , DPW, CDD
Contractor(s): Landscape Architect & Landscape Contractor

Proj. #: PR
Acct. #:
Type:
Detailed Workplan
Required: X

Description: Design and development of park. Funding source could be Prop 40 funds, per capita state bond, \$288,000 available and Planned Park Fund 341

Staff Recommendation:

☒ For Consideration
☐ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours	<u>350</u>
Estimated Staff Hours Remaining as of March 2010	<u>140</u>
Estimated Contractor costs	<u>\$433,000</u>

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	<u>Identify funding source.</u>		<u>3/1/2008</u>		<u>2/24/2009</u>
M02	<u>Attend Neighborhood Association meeting to obtain input</u>		<u>6/1/2008</u>		<u>9/3/2009</u>
M03	<u>Discussion from Park and Rec Commission</u>		<u>7/1/2008</u>		<u>10/1/2008</u>
M05	<u>Discussion and Direction from City Council</u>	X			<u>11/5/2008</u>
M06	<u>Landscape Architect contract</u>		<u>10/1/2008</u>		<u>2/24/2009</u>
M07	<u>Design presentation Neighborhood meeting</u>				<u>7/18/2009</u>
M08	<u>Landscaping design reviewed by Park and Rec Commission</u>		<u>1/1/2009</u>		<u>8/5/2009</u>
M09	<u>Landscaping design approved by Planning Commission</u>		<u>8/18/09</u>		<u>8/18/2009</u>
M10	<u>Park design reviewed by park & Rec Commission</u>		<u>3/6/2010</u>		<u>3/6/2010</u>
M11	<u>Final Design Approved by Park and Rec Commission</u>		<u>4/7/2010</u>		<u>4/7/2010</u>
M12	<u>Final design approved by City Council</u>	X	<u>4/27/2010</u>		
M13	<u>Contract process and award project</u>		<u>7/1/2010</u>		
M14	<u>Complete project</u>		<u>10/1/2010</u>		

STATUS:

4 PUBLIC DESIGN MEETINGS WERE HELD & THERE IS GENERAL CONSENSUS ABOUT THE FEATURES IN THE PROPOSED PARK. FURTHER GEOTECHNICAL ANALYSIS HAS BEEN COMPLETED, P&R COMMISSION TO REVIEW FINAL DESIGN IN APRIL 2010 , CITY COUNCIL TO REVIEW FINAL DESIGN IN APRIL 2010

Comments:

PROJECT MUST BE COMPLETED BY JUNE 2011 TO PROTECT GRANT FUNDING.

PROJECT DESCRIPTION

Parks and Recreation

Project: Solar Energy Projects
Source: CC
Lead: Parks and Recreation Director
Team: Finance Dir, PW Dir, Engineer
Contractor(s): _____

Proj. #: PR
Acct. #: _____
Type: _____
Detailed Workplan
Required: _____

Description: To consider implementation of solar energy projects and legislation that enhances solar energy use on public facilities.

Staff Recommendation:

☐ For Priority Consideration
☐ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours	<u>200</u>
Estimated Staff Hours Remaining as of March 2010	<u>200</u>
Estimated Contractor costs	<u>\$250,000</u>

Milestones:		City Council	Due Date:	Actual:
M01	<u>Assess project requirements</u>			
M02	<u>Obtain direction from Council re: project scope</u>	X		3/14/2006
M03	<u>Pursue special legislation for municipal solar farm</u>		TBD	
M04	<u>Identify potential solar farm options</u>		TBD	
M05	<u>Prepare fiscal analysis for alternative solar proposals</u>		TBD	
M06	<u>Submit proposals to Council for consideration</u>	X	TBD	
M07	_____			
M08	_____			
M09	_____			
M10	_____			
M11	_____			

STATUS:

Library is the main focus for the installation of solar panels. Karl Mittelstadt is the lead.
COUNCIL DID NOT AUTHORIZE THE FUNDS NECESSARY TO CONDUCT THE ECONOMIC STUDIES FOR A PPA. THE PROJECT IS STALLED.

Comments:

PROJECT DESCRIPTION

Parks and Recreation

Project: Trail Improvements
Source: Parks and Recreation Commission
Lead: Parks and Recreation Director
Team: Parks Division, Fire Marshal, Community volunteers
Contractor(s): Landscape Architect/ purchase of materials

Proj. #: PR04
Acct. #:
Type:
Detailed Workplan Required:

Description: The maintenance and construction of trails with the Water Dog Lake Open Space area. Included in the project scope are materials for bridges and retaining walls, tools, trail realignment and construction of new trails.

Staff Recommendation:
☐ For Priority Consideration
☐ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours 200
Estimated Staff Hours Remaining as of March 2010 120
Estimated Contractor costs \$45,000

Milestones:

		City Council	Due Date:	Actual:
M01	Review trail system		6/1/2008	6/1/2008
M02	Park & Rec Commission review		12/3/2008	12/3/2008
M03	Planning Commission Review	X	2/17/2009	2/17/2009
M04	Council Review		2/24/2009	2/24/2009
M05	Implementation of project		3/15/2009	3/15/2009
M06	Completion of Project		3/15/2011	
M07				
M08				
M09				
M10				
M11				

STATUS:

THE TRAIL IS BEING CONSTRUCTED WITH VOLUNTEER LABOR. VOLUNTEERS HAVE DESIGNATED TRAIL WORK DAYS THROUGH SPRING 2010. P&R DEPARTMENT HAS PROMOTED THESE VOLUNTEER DAYS IN VARIOUS WAYS. CITY STAFF HAS BEEN WORKING ON THE DESIGN OF THE TRAIL BRIDGES AND SUPPLYING MATERIALS FOR THE PROJECT.

Comments:

This project includes construction of a new loop trail around Waterdog Lake. The existing trail is in a poor location and results in challenges including people getting lost, walking in wetland areas, and increased siltation. The new trail will provide better walking, hiking, and bike riding around the lake and will resolve the difficult climb from the dam to the trail system.

PROJECT DESCRIPTION

Parks and Recreation

Project: Tree Planting Program
Source: P & R Commision "Tree Board"
Lead: P & R Director
Team: P&R, DPW, CDD
Contractor(s): City staff, Arborist

Proj. #: _____
Acct. #: _____
Type: _____
Detailed Workplan
Required: _____

Description: Establish program for planting trees on city property and / or public Right-of-Way's throughout Belmont.

Staff Recommendation:

☐ For Priority Consideration
☒ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours	100
Estimated Staff Hours Remaining as of March 2010	100
Estimated Contractor costs	\$44,000

Milestones:

		City Council	Due Date:	EST Date	Actual:
M01	Inventory Tree Planting Opportunity Areas in City		9/1/2008	11/1/2010	
M02	Develop Tree Planting Criteria		12/1/2008	3/1/2011	
M03	Establish Tree List for Public and Private Lands		2/1/2009	6/1/2011	
M04	Establish Community Outreach Program for Private Lands		7/1/2009	8/1/2011	
M05	Establish Schedule and Budget for Planting Program		12/1/2009	10/1/2011	
M06	City Council approves Tree Planting Program and Budget	X	6/30/2009	1/1/2012	
M07	Conduct Community Outreach to Private Land Owners		TBD	4/1/2012	
M08					
M09					
M10					
M11					

STATUS:

THIS PROJECT WILL BE FUNDED OUT OF THE TREE FUND AND WILL INCLUDE PLANTING TREES IN NEIGHBORHOODS THAT ARE CURRENTLY LACKING STREET TREES INCLUDING STERLING DOWNS.

Comments:

The Tree Board heard the update of the tree plantings and tree giveaway on 12/3/08. Over 80 trees were recently planted on City property. Belmont has recently been designated Tree City USA.

PROJECT DESCRIPTION

Parks and Recreation

Project: Facilities Condition Management Assessment
Source: City Council
Lead: Parks and Recreation Director
Team:
Contractor(s): None identified

Proj. #:
Acct. #:
Type:
Detailed Workplan
Required:

Description:

The Parks and Recreation, Community Development, and Finance Departments oversee many of the publicly owned buildings in Belmont. The Departments are meeting and discussing ways to better manage and track these assets including analyzing Belmont's facilities in a comprehensive, organized, and logical manner. The Asset Management method includes a numerical evaluation of the condition of a facility and an assessment of its importance to the community. These two factors can then be used to prioritize limited resources toward the most deserving projects.

Staff Recommendation:

- ☐ For Priority Consideration
☐ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours	200
Estimated Staff Hours Remaining as of March 2010	180
Estimated Contractor costs	TBD

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	Report to City Council	X	6/8/2010		
M02	TBD		TBD		
M03					
M04					
M05					
M06					
M07					
M08					
M09					
M10					
M11					

STATUS:

Comments:

PROJECT DESCRIPTION

Public Works

Project: 101 Bike Pedestrian Bridge
Source: Council
Lead: Borrmann
Team: Yau, Esqueda, City Engineer, T. Y. Lin Int., S&C Engineering
Contractor(s): design; construction

Proj. #: PW02
Acct. #: na
Type: Construction
Detailed Workplan Required: TBD

Description: Obtain funding; design and construct bridge over 101. Also includes bicycle and pedestrian bikeway and other improvements in the neighborhood between Old County Road and Highway 101 for Safe Routes to School.

Estimated Staff Hours 4,000
Estimated Staff Hours Remaining as of March 2010 2,000
Estimated Contractor costs 1,400,000

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	Begin conceptual design		8/1/2000		8/1/2000
M02	Council approves PSA for Conceptual Design Consultant	X	10/24/2000		10/24/2000
M03	Stakeholders Meeting for Conceptual Designs		12/5/2000		1/22/2001
M04	Public Meeting for Conceptual Designs		12/20/2000		1/30/2001
M05	Council approves Conceptual Design	X	1/9/2001	10/9/2001	10/9/2001
M06	Council approves PSA for Design Consultant	X	11/28/2000	1/28/2003	1/28/2003
M07	Complete R/W acquisition		6/1/2001	TBD	
M08	Acquire remaining funding required for project		6/30/2001	12/30/2009	
M09	Complete design		5/15/2001	9/15/2007	6/30/2009
M10	Council accepts ROW deeds			5/14/2009	
M11	Obtain permit from Caltrans		6/1/2001	6/30/2009	
M12	Council considers approval to advertise for bids	X	7/10/2001	11/17/2009	11/17/2009
M13	Council considers award of contract	X	8/14/2001	11/17/2009	12/30/2009
M14	Begin construction		9/1/2001	3/30/2010	
M15	Construction complete		7/1/2002	TBD	

STATUS: Project advertised and contract awarded to Granite Construction 12/09

Comments: Final steps to secure funding, including submittal of award package and finance letter underway. Public Outreach underway. Construction expected to commence March 2010, with 300 working days allowed in construction contract.

PROJECT DESCRIPTION

Public Works Department

Project: Creek Restoration
Source: PC
Lead: Borrmann
Team: Mittelstadt
Contractor(s): Hyrdologist / Stream Ecologist

Proj. #: PWXX
Acct. #:
Type:
Detailed Workplan Required:

Description: Develop program for restoration of city creeks. Identify City's current commitments for creek maintenance along Belmont, Carmont, Notre Dame, and East Laurel Creeks. Evaluate legal status of drainage easements in creek granted to city.

Staff Recommendation:

☐ For Priority Consideration
☐ No Recommendation
☒ Below the Line
☐ Against Study

Estimated Staff Hours	250
Estimated Staff Hours Remaining as of March 2010	200
Estimated Contractor costs	300,000

Milestones:

		City Council	Due Date:	Actual:
M01	Discussion and Direction on Creek Restoration Program	X	10/30/2008	11/12/2008
M02	Develop Plan for Creek Restoration Program		TBD	
M03	Develop restoration Priorities / Criteria		TBD	
M04	Establish Restoration Program		TBD	
M05	Establish Community Outreach for Adjacent Land Owners		TBD	
M06	Establish Schedule and Budget for Restoration Program		TBD	
M07	City Council approves Creek Restoration Program and Budget	X	TBD	
M08	Conduct Community Outreach to Adjacent Land Owners		TBD	
M09				
M10				
M11				

STATUS:

City Council gave direction to proceed with vacation of maint easements across private properties for creek maint, prepare a new ordinance for creek setbacks, & develop a creek education program and identify partners for a Friends of the Creek.

Comments:

Public Information being provided at Permit Center and through NPDES program

PROJECT DESCRIPTION

Public Works

Project: Paper Trails
Source: Council
Lead: Borrmann
Team: Public Works, Parks and Recreation
Contractor(s):

Proj. #: PW03
Acct. #:
Type:
Detailed Workplan
Required:

Description: Identify paper streets and trails and determine which ones could be developed into a public trail system

Staff Recommendation:

☐ For Priority Consideration
☐ No Recommendation
☒ Below the Line
☐ Against Study

Estimated Staff Hours 280
Estimated Staff Hours Remaining as of March 2010 200
Estimated Contractor costs

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	Inventory Paper Streets and Trails		2/11/2005		1/20/2005
M02	Determine current legal status of paper streets and trails		3/31/2005		3/31/2005
M03	Discuss and Direction from City Council	X	4/26/2005		4/26/2005
M04	Identify potential public trail system		3/30/2006	4/30/2007	7/11/2006
M05	Parks and Rec Presentation on Public Trail System		4/30/2006	6/30/2007	4/3/2008
M06	Develop procedures for property acceptance w/City Attorney	X	TBD	TBD	
M07	Refine Trail system locations, Present to Council		TBD	TBD	
M08	Prepare Draft Trail Plan Details for Volunteers		TBD	TBD	
M09	CC Presentation of Plan and Direction	X	TBD	TBD	
M10	Prepare Final Trail Plan		TBD	TBD	
M11					

STATUS:

P&R Comm reviewed & recommended top 10 locations. PW to finalize steps needed to accept ownership of those offered. P&R to develop "typical trail details" for volunteers to use, and integrate into existing walkability plans for City.

Comments:

approximately 20 locations where there is no record of an easement being dedicated to the City, but where the ownership is unknown. Professional title research would be needed, that is not budgeted, to

PROJECT DESCRIPTION

Public Works Department

Project: Old County Road Street Lighting
Source: PC
Lead: Borrmann
Team: Engineering
Contractor(s):

Proj. #: PW05
Acct. #:
Type:
Detailed Workplan
Required:

Description: Determine new street lighting standards for Old County Road to be installed as part of the undergrounding of utilities. Coordinate with Capital Improvement program.

Estimated Staff Hours	250
Estimated Staff Hours Remaining as of March 2010	200
Estimated Contractor costs	35,000

Milestones:

M01	<u>Determine lighting needs on OCR</u>		<u>5/30/2006</u>	<u>5/30/2006</u>
M02	<u>Select OCR lighting standards alternatives</u>		<u>6/30/2006</u>	<u>6/30/2006</u>
M03	<u>Council direction for street lights on OCR</u>	X	<u>6/26/2007</u>	<u>3/15/2008</u>
M04	<u>Select alternatives for Council Consideration</u>	X	<u>2/26/2008</u>	<u>2/26/2008</u>
M05	<u>Develop Implementation Schedule and Budget</u>		<u>5/27/2008</u>	<u>5/1/2008</u>
M06	<u>Old County Road undergrounding commence</u>		<u>7/10/2010</u>	
M07	<u>Undergrounding completed and streetlights installed</u>		<u>TBD</u>	
M08	<u>Project Complete</u>		<u>6/30/2011</u>	

STATUS:

Initial phase of underground utilities from Ralston south to O'Neil complete. Ralston Avenue north to Marine view is currently under design. Ralston streetlight priority project on different schedule so made a separate Priority Calendar Item

Comments:

County Road Project phase II undergrounding, and associated installation of approved decorative streetlight, is tentatively scheduled by PGE for the Summer of 2010.

PROJECT DESCRIPTION

Public Works Department

Project:	Ralston Avenue Street Lighting	Proj. #:	PW05
Source:	PC	Acct. #:	
Lead:	Borrmann	Type:	
Team:	Engineering	Detailed Workplan	
Contractor(s):		Required:	

Description: Develop program for review & replacement of Ralston Avenue Street Lighting

Estimated Staff Hours 100

Estimated Staff Hours Remaining as of March 2010 100

Estimated Contractor costs

Milestones:

		City Council	Due Date:	Actual:
M01	Inventory and evaluation of existing lighting on Ralston		TBD	
M02	Establish Ralston Street Light Advisory Committee		TBD	
M03	Evaluate street lighting alternatives with Target Site		TBD	
M04	Community outreach		TBD	
M05	Select alternatives for Council Consideration	X	TBD	
M06	Develop Implementation Schedule and Budget		TBD	
M07	Select Decorative Streetlight for Target Site			
M08	Project Complete		TBD	

STATUS:

Ralston pending target site moving forward, on hold.

Comments:

ARRA Energy efficiency grant for LED fixture approved. May consider for use on Ralston Avenue, but will only pay for fixtures so funding for pole replacement would need to be found

PROJECT DESCRIPTION

Public Works Department

Project: Review All Traffic Policies
Source: Planning Commission
Lead: Borrmann
Team: Borrmann, De Melo, Parking and Traffic Safety Committee
Contractor(s): _____

Proj. #: _____
Acct. #: _____
Type: _____
Detailed Workplan
Required: _____

Description: Review all the City's traffic related policies to determine whether or not they are consistent with current best practices.

Staff Recommendation:

☐ For Priority Consideration
☐ No Recommendation
☒ Below the Line
☐ Against Study

Estimated Staff Hours	<u>200</u>
Estimated Staff Hours Remaining as of March 2010	<u>200</u>
Estimated Contractor costs	_____

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	<u>Inventory all traffic policies</u>		<u>4/10/2010</u>		
M02	<u>Review all traffic policies</u>		<u>TBD</u>		
M03	<u>Prepare a Council Report indicating which policies need updating</u>	X	<u>TBD</u>		
M04	<u>Update traffic policies that are not current with Best Practices</u>		<u>TBD</u>		
M05	<u>Prepare Council Report on revised traffic policies</u>	X	<u>TBD</u>		
M06	<u>Revise traffic policies to reflect council comments</u>		<u>TBD</u>		
M07	<u>Prepare resolution adopting revised traffic policies</u>	X	<u>TBD</u>		
M08	<u>Implement new traffic policies</u>		<u>TBD</u>		
M09	_____		_____		
M10	_____		_____		
M11	_____		_____		

STATUS: PENDING

Comments: Staff has identified a need to update the stop sign and the traffic calming policies. A report is planned to recommend these two updates, and that staff come back at a future date and review all policies for potential update.

PROJECT DESCRIPTION

Public Works Department

Project: Updated Ralston Avenue Traffic Study
Source: Planning Commission
Lead: Borrmann
Team: Borrmann, De Melo
Contractor(s): Traffic Engineering Consultant

Proj. #: _____
Acct. #: _____
Type: _____
Detailed Workplan
Required: _____

Description: Conduct a comprehensive traffic study including turning movement counts, traffic volume counts, intersection analysis, collision and safety analysis origin-destination studies, and determine appropriate capital improvements to mitigate any traffic related problems.

Staff Recommendation:

☐ For Priority Consideration
☐ No Recommendation
☒ Below the Line
☐ Against Study

Estimated Staff Hours	200
Estimated Staff Hours Remaining as of March 2010	200
Estimated Contractor costs	\$100,000

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	Prepare a Request for Proposal		TBD		
M02	Retain a consultant		TBD		
M03	Conduct traffic and turning movement counts		TBD		
M04	Conduct traffic and turning movement counts		TBD		
M05	Conduct origin and destination studies		TBD		
M06	Evaluate Collision and Safety History		TBD		
M07	Prepare draft report		TBD		
M08	Present to City Council Draft Report	X	TBD		
M09	Prepare Final Report	X	TBD		
M10					
M11					

STATUS: PENDING

Comments:

Attachment C

“Below the Line” Projects

PROJECT DESCRIPTION

Community Development

Project: ACUP's - 10% Site Area Landscape Requirement
Source: Planning Commission
Lead: deMelo
Team: Planning, City Attorney
Contractor(s):

Proj. #: CDXX
Acct. #:
Type:
Detailed Workplan
Required: No

Description:
Study and propose revisions to the zoning regulations regarding ACUP's & Associated 10% Site Area Landscaping Requirement.

Staff Recommendation:

☐ For Priority Consideration
☒ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours
Estimated Contractor costs

60+

Milestones:

City
Council

Due Date:

Actual:

M01	Prepare issue paper
M02	City Council direction on options
M03	Prepare draft Zone Text Amendment language
M04	Planning Commission review and recommendation
M05	City Council review and adoption
M06	City Council second reading
M07	Ordinance effective
M08	
M09	
M10	
M11	

X

X

STATUS: Below the Line

Comments: New program - from Planning Commission

PROJECT DESCRIPTION

Community Development

Project: Compilation of Federal, State, Local Preemptions

Source: Planning Commission

Lead: de Melo

Team: Planning, City Attorney

Contractor(s): _____

Proj. #: CDXX

Acct. #: _____

Type: _____

Detailed Workplan

Required: No

Description: Prepare a report which documents all Federal, State, & Local Preemptions on Zoning Regs.

Staff Recommendation:

☐ For Priority Consideration

☒ No Recommendation

☐ Below the Line

☐ Against Study

Estimated Staff Hours

Estimated Contractor costs

75+

Milestones:

M01	<u>Prepare issue paper</u>
M02	<u>City Council direction on project</u>
M03	<u>PC review & approval of Report</u>

City
Council

X

Due Date:	Actual:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____
_____	_____
_____	_____
_____	_____

STATUS:

Comments: New program - from Planning Commission

PROJECT DESCRIPTION

Community Development

Project: Cut/Fill Standards
Source: Planning Commission
Lead: deMelo
Team: Planning, City Attorney
Contractor(s): TBD

Proj. #: CDXX
Acct. #:
Type:
Detailed Workplan
Required: No

Description: Study and propose revisions to the zoning regulations regarding cut/fill standards

Staff Recommendation:

☐ For Priority Consideration
☒ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours
Estimated Contractor costs

125+

Milestones:

City
Council

Due Date: **Actual:**

M01	<u>Prepare issue paper</u>		<u></u>	<u></u>
M02	<u>City Council direction on options</u>	X	<u></u>	<u></u>
M03	<u>Prepare draft Zone Text Amendment language</u>		<u></u>	<u></u>
M04	<u>Planning Commission review and recommendation</u>		<u></u>	<u></u>
M05	<u>City Council review and adoption</u>	X	<u></u>	<u></u>
M06	<u>City Council second reading</u>		<u></u>	<u></u>
M07	<u>Ordinance effective</u>		<u></u>	<u></u>
M08	<u></u>		<u></u>	<u></u>
M09	<u></u>		<u></u>	<u></u>
M10	<u></u>		<u></u>	<u></u>
M11	<u></u>		<u></u>	<u></u>

STATUS:

Comments:

New program - from Planning Commission

PROJECT DESCRIPTION

Community Development

Project: Garage Parking Standards/Reqs & Second Unit Parking
Source: Planning Commission
Lead: deMelo
Team: Planning, City Attorney
Contractor(s): TBD

Proj. #: CDXX
Acct. #:
Type:
Detailed Workplan
Required: No

Description: Study and propose revisions to the zoning regulations regarding garage & secondary unit parking

Staff Recommendation:

☐ For Priority Consideration
☒ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours
Estimated Contractor costs

150+

Milestones:

City
Council

Due Date:

Actual:

M01	<u>Prepare issue paper</u>
M02	<u>City Council direction on options</u>
M03	<u>Prepare draft Zone Text Amendment language</u>
M04	<u>Planning Commission review and recommendation</u>
M05	<u>City Council review and adoption</u>
M06	<u>City Council second reading</u>
M07	<u>Ordinance effective</u>
M08	<u></u>
M09	<u></u>
M10	<u></u>
M11	<u></u>

X

X

STATUS:

Comments:

New program - from Planning Commission

PROJECT DESCRIPTION

Community Development

Project: Modification of Wireless Communications Facility Findings
Source: Planning Commission
Lead: deMelo
Team: Planning, City Attorney
Contractor(s): TBD

Proj. #: CDXX
Acct. #:
Type:
Detailed Workplan
Required: No

Description: Study and propose revisions to the zoning regulations regarding wireless communications facilities

Staff Recommendation:

☐ For Priority Consideration
☒ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours
Estimated Contractor costs

125+

Milestones:

City
Council

Due Date: **Actual:**

M01	<u>Prepare issue paper</u>		<u></u>	<u></u>
M02	<u>City Council direction on options</u>	X	<u></u>	<u></u>
M03	<u>Prepare draft Zone Text Amendment language</u>		<u></u>	<u></u>
M04	<u>Planning Commission review and recommendation</u>		<u></u>	<u></u>
M05	<u>City Council review and adoption</u>	X	<u></u>	<u></u>
M06	<u>City Council second reading</u>		<u></u>	<u></u>
M07	<u>Ordinance effective</u>		<u></u>	<u></u>
M08	<u></u>		<u></u>	<u></u>
M09	<u></u>		<u></u>	<u></u>
M10	<u></u>		<u></u>	<u></u>
M11	<u></u>		<u></u>	<u></u>

STATUS:

Comments:

New program - from Planning Commission

PROJECT DESCRIPTION

Community Development

Project: Park Property Acquisition/Development Along El Camino Real

Proj. #: CDXX

Source: Planning Commission

Acct. #:

Lead: de Melo

Type: _____

Team: Planning, City Attorney, Parks & Rec

Detailed Workplan

Contractor(s): _____

Required: No

Description:	Assess opportunity to acquire smaller undevelopable lots along El Camino Real for purposes of conversion to parks.
---------------------	--

Staff Recommendation:

 For Priority Consideration

X No Recommendation

Below the Line

___ Against Study

Estimated Staff Hours
Estimated Contractor costs

60+

Milestones:

M01	Prepare issue paper
-----	---------------------

City Council

Due Date:

Actual:

M02 City Council direction on options

x

M03	PC review/recommendation on program options
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M04 City Council review and adoption of acquisition plan

X

STATUS: Below the Line

Comments:	New program - from Planning Commission
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PROJECT DESCRIPTION

Community Development

Project: Parking Lot Lighting, Screening, and Security
Source: Planning Commission
Lead: deMelo
Team: Planning, City Attorney
Contractor(s): (none)

Proj. #: CDXX
Acct. #:
Type:
Detailed Workplan
Required: No

Description: Study and propose revisions to the zoning regulations regarding parking lot lighting, screening, and security.

Staff Recommendation:

 For Priority Consideration

X No Recommendation

 Below the Line

 Against Study

Estimated Staff Hours
Estimated Contractor costs

150+

\$0

Milestones:

City
Council

Due Date: **Actual:**

M01	<u>Prepare issue paper on parking lot lighting, screening, and security.</u>
M02	<u>City Council direction on options</u>
M03	<u>Prepare draft Zone Text Amendment language</u>
M04	<u>Planning Commission review and recommendation</u>
M05	<u>City Council review and adoption</u>
M06	<u>City Council second reading</u>
M07	<u>Ordinance effective</u>
M08	<u></u>
M09	<u></u>
M10	<u></u>
M11	<u></u>

X

X

STATUS: Below the Line

Comments: New program - from Planning Commission

Community Development

Proj. #: CDXX

Acct. #: _____

Type: _____

Detailed Workplan

Required: No

Staff Recommendation:

___ Against Study

150+

Actual:

New program - from Planning Commission

PROJECT DESCRIPTION

Community Development

Project: Utility Structures in Public/Private ROW's

Source: Planning Commission

Lead: de Melo

Team: Planning, City Attorney, Parks & Rec, Public Works

Contractor(s): _____

Proj. #: CDXX

Acct. #: _____

Type: _____

Detailed Workplan

Required: No

Description: Establish a Policy on Architectural Design/Enhancements for Utility Structures

Staff Recommendation:

- ☐ For Priority Consideration
- ☒ No Recommendation
- ☐ Below the Line
- ☐ Against Study

Estimated Staff Hours

Estimated Contractor costs

150+

Milestones:

M01	<u>Prepare issue paper</u>
M02	<u>City Council direction on options</u>
M03	<u>PC review/recommendation on policies</u>
M04	<u>City Council review and adoption of policies</u>

City
Council

Due Date:	Actual:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

STATUS:

Comments: New program - from Planning Commission

PROJECT DESCRIPTION

Community Development

Project: Zone Text Amendment - Slope Calculations for Residential Devt.
Source: Planning Commission
Lead: deMelo
Team: Planning, City Attorney
Contractor(s): TBD

Proj. #: CDXX
Acct. #:
Type:
Detailed Workplan
Required: No

Description: Study and propose revisions to the zoning regulations regarding slope calculations for residential development.

Staff Recommendation:

☐ For Priority Consideration
☒ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours
Estimated Contractor costs

125+

Milestones:

Milestone	Description
M01	Prepare issue paper
M02	City Council direction on options
M03	Prepare draft Zone Text Amendment language
M04	Planning Commission review and recommendation
M05	City Council review and adoption
M06	City Council second reading
M07	Ordinance effective
M08	
M09	
M10	
M11	

City
Council

Due Date:

Actual:

X

X

STATUS:

Below the Line

Comments:

New program - from Planning Commission



City Manager's Office Memo

To: Honorable Mayor and Council Members
From: Donald J. Mattei, Acting City Manager
cc: SMT, SinC and Administrative Assistants
Date: February 2, 2010
Re: Priority Calendar

In order for staff to better understand what the City Council directed at Saturday's Retreat, I am trying to capture what was discussed in regards to new projects to be added to each department's priority list.

I want to remind the members of the City Council there will be a number of Commission Meetings this week. I want to make sure your directions are clear to us and to the members of your commissions. It is important the staff correctly frames your direction to your commissions.

The intention is to verbally report to each commission that there is going to be a temporary stand down of new projects because department heads and others will be doing double duty. Please remember that commission members are very enthusiastic citizens who want to improve the quality of life in the community and do positive things to improve city services.

I recommend one of the following formats:

1. Take all suggestions and let the council discuss what new recommendations they will accept providing there is the capacity in that particular department.
2. Temporarily stand down for 90 - 120 days and re-evaluate. This would include the Priority Calendar.
3. Determine if that particular department can handle the project request.

In regards to the above recommendations, anyone will work. I recommend #1 so you can keep positive relationships with your commissions. You can later decide what you want to do.



2010 Priority Calendar

Belmont City Council Discussion and Direction

Priority Calendar – How did we get here?

- The City has adopted a Vision Statement developed by members of the community that captures our distinctive community character and provides a road map for setting City policy. The Vision statement includes the following beliefs:
 - ☐ Belmont prides itself on being unique
 - ☐ Its small-town ambience sets it apart as a tranquil, safe and desirable place to live
 - ☐ We get involved in town matters because we care about living here
 - ☐ We connect with each other in all kinds of gathering places
 - ☐ Our strong sense of community and enjoyment of the town's assets and activities deepen as we become better informed and connected



Priority Calendar – How did we get here?

- Priority Calendar setting process began in 2002 to address Council projects that are not reflective of routine City services.
- To ensure the system captured all issues, a "Below the Line" category was created. These were projects that could not be started in the next year, but are kept on the master list for the next annual review.
- Because of the current budget situation and resulting resource limitations, staff recommends that we scrutinize any additions to the Priority Calendar and carefully review existing current/active projects to reconfirm their importance.



Priority Calendar – How many projects do we have?

- Community Development
 - ☐ 12 Active/Current
 - ☐ 10 BTL
 - ☐ 1 New
- Finance
 - ☐ 1 Active/Current
 - ☐ 1 Pending/On Hold
- Police
 - ☐ 2 Active/Current
 - ☐ 1 Complete
 - ☐ 1 New

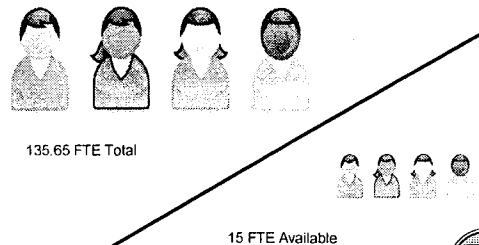


Priority Calendar – How many projects do we have?

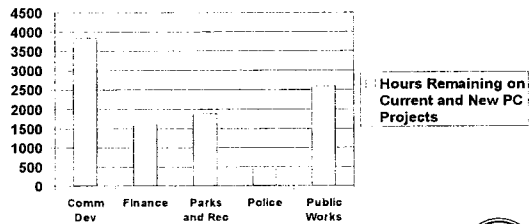
- Parks and Recreation
 - ☐ 8 Active/Current
 - ☐ 1 New
- Public Works
 - ☐ 4 Active/Current
 - ☐ 3 Pending/On Hold



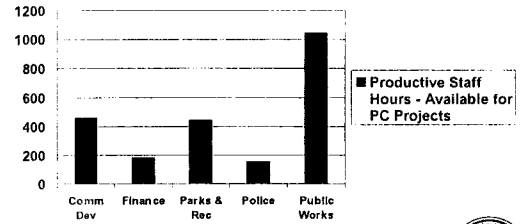
City of Belmont Organizational Capacity Available for Priority Calendar



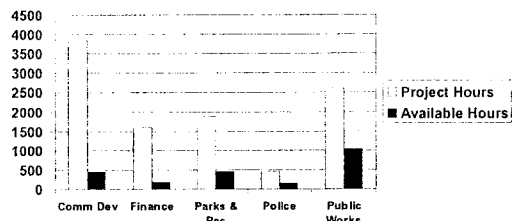
Total Hours Remaining on Current and New PC Projects by Department



Productive PC Hours by Department



Project and Available Hours by Department



Community Development

- Approved Active/Current and New Priority Calendar Projects
 - 13
- Total PC Project Hours
 - 3840
- PC Productive Staff Hours/year
 - 458.5
- Years to Complete
 - 8.37



Finance Department

- Approved Active/Current and New Priority Calendar Projects
 - 1
- Total PC Project Hours
 - 1600
- PC Productive Staff Hours/year
 - 183.4
- Years to Complete
 - 8.72



Parks and Recreation

- Approved Active/Current and New Priority Calendar Projects
 - 9
- Total PC Project Hours
 - 1885
- PC Productive Staff Hours/year
 - 445.4
- Years to Complete
 - 4.23



Police Department

- Approved Active/Current and New Priority Calendar Projects
 - 3
- Total PC Project Hours
 - 470
- PC Productive Staff Hours/year
 - 157.2
- Years to Complete
 - 2.98



Public Works

- Approved Active/Current and New Priority Calendar Projects
 - 4
- Total PC Project Hours
 - 2600
- PC Productive Staff Hours/year
 - 1048
- Years to Complete
 - 2.48



City-Wide Issues

- Total Approved Active/Current and New City-Wide Priority Calendar Projects
 - 30
- Total City-wide PC Project Hours
 - 10,395
- City-wide Productive Staff Hours/year
 - 2,292.5
- Average Total Years to Complete
 - 4.53



Priority Calendar Process

- Historically, the PC process was 3 steps:
 1. Council would review all projects, ask for clarification and public input
 2. Council then would rank all projects for priority
 3. Council review the rankings, Departments would determine how many projects they could take on during the fiscal year, and Council would approve the PC Calendar



January Direction

- As a result of discussion at the January workshop, and because of current staffing, Council asked Staff to "slow down" on the Priority Calendar setting process.
- That is why we are coming to you tonight, to answer the following questions...



Policy Questions



- What is our capability as an organization?
- How much do we as a City want to spend on projects to augment staff?
- How shall we as an organization proceed with the Priority Calendar setting process this year?

